

# 2024 Non-accredited Short Course Enrolment Form



## Section A: Course Details

Name of Course/s you are seeking to enrol into \_\_\_\_\_

Course Code \_\_\_\_\_ Title \_\_\_\_\_

Course Code \_\_\_\_\_ Title \_\_\_\_\_

## Section B: Previous Enrolment Details

Have you ever previously studied at GOTAFE? Yes (see below) No

If so, please provide your GOTAFE Student ID number (if known) \_\_\_\_\_

## Section C: Personal Details

Please write/type your name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want GOTAFE to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in your identify document you choose to use for this purpose.

Title \_\_\_\_\_ Surname \_\_\_\_\_  
(Legal family name)

Given Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
(Legal given name) (e.g. Anthony's preferred name is Tony)

Middle Name(s) \_\_\_\_\_  
(Legal middle name(s))

Previous Legal Name(s) \_\_\_\_\_  
(if relevant)

Alias Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(alternative first and surname - nonlegal; if required) (dd/mm/yy)

Gender Male Female Prefer not to say Personal Pronouns \_\_\_\_\_  
Self-Described: \_\_\_\_\_ Self-Described: \_\_\_\_\_

## Section D: Address Details

Residential Address (where you usually reside; not a PO Box) - This is a compulsory requirement

Building / Property Name \_\_\_\_\_

Flat / Unit Number \_\_\_\_\_

Street Number and Name \_\_\_\_\_

Suburb / Locality or Town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different from above)

Number and Street / PO Box \_\_\_\_\_

Suburb / Town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

## Contact Information

Home phone number \_\_\_\_\_ Work phone number \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Email - Preferred \_\_\_\_\_

Email - Alternative \_\_\_\_\_

### Section E: Next of Kin/Guardian or Financial Guardian – Emergency Contact Details

Contact name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
 Phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

### Section F: Medical and Accessibility Details

Do you consider yourself to have a disability, impairment or long term condition?

No Yes – please tick one or more of the boxes below

Hearing/Deaf

Physical

Intellectual

Learning

Mental health condition

Acquired Brain  
Injury/Impairment

Mobility

Vision

Medical condition

Anaphylaxis

Other (please specify below)

### Section G: Cultural Diversity

Do you speak another language other than English at home?

No, English only

Yes, more than one language is spoken at home

If yes, please specify the one that is spoken most often \_\_\_\_\_

In which country were you born?

Australia

Other \_\_\_\_\_

How well do you speak English?

Very Well

Well

Not Well

Not at all

Are you Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander

No

### Section H: Sponsor/Employer Details (if applicable)

Provide details of the business/organisation that is paying for your course.

Business name \_\_\_\_\_  
 ABN \_\_\_\_\_ Contact person \_\_\_\_\_  
 Number and street \_\_\_\_\_  
 Town / Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

### Section I: Payment Details

Indicate how you intend to pay fees.

Cash/EFTPOS/Credit Card/Cheque

Payment Plan (direct debit)

Employer/Sponsor

Scholarship

Other \_\_\_\_\_

## Section J: Student Enrolment Privacy Notice

GOTAFE as a custodian of Personal Information is subject to the requirements of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*, the *Health Records Act 2001 (Vic)* and the *Freedom of Information Act 1982 (FOI Act)*.

### Why we collect your personal information

As a registered training organisation (RTO), GOTAFE only collects personal information that is reasonably necessary for, or directly related to, a student's enrolment and training. This information is required so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### How we use your personal information

Personal information shall only be used for the purpose that it was collected. We use your personal information to enable us to deliver VET courses to you, and as needed to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011 (Cth)* (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. We do not intend to disclose your personal information to any overseas recipients.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988 (Cth)* (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities.

### Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

GOTAFE is required to provide the Department with student and training activity data. This includes personal information collected in the GOTAFE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

GOTAFE provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

## Surveys

You may receive a student survey which may be run by GOTAFE, a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

## Access, correction and complaints

At any time, you may contact GOTAFE to: request access to your personal information; correct your personal information; make a complaint about how your personal information has been handled or if you believe your privacy has been breached; ask a question about this Privacy Notice.

## Further information

- For further information about how GOTAFE collects and handles your personal information, including access, correction and complaints, please see our privacy policy <https://www.gotafe.vic.edu.au/about-us/legal-privacy> or email the GOTAFE's Privacy Officer at [privacy@gotafe.vic.edu.au](mailto:privacy@gotafe.vic.edu.au).
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).
- For further information about the way the Department of Education & Training collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.
- For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.
- For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

## Section K: Student Declaration and Acknowledgement

**By signing this Enrolment Form I acknowledge I have read and understand the Victorian Government's VET Student Enrolment Privacy Notice, GOTAFE's Privacy and Freedom of Information Policies, and:**

- I agree to abide by the Policies, Procedures and Standards of Conduct and rules of GOTAFE,
- I will abide by the Social Media Policy, the Student Code of Conduct and Child Safe Policy,
- I agree to pay all fees and charges applicable to and arising from any enrolment (Attendance in class is also deemed as acceptance to fees and charges payable),
- I am aware that GOTAFE will endeavour to conduct all courses as promoted and acknowledge the right of the Institute to cancel classes as it deems necessary,
- I am aware that GOTAFE may contact me to seek or provide information and to participate in surveys.
- I authorise GOTAFE, or its agent, in the event of illness or accident, where next of kin / emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost,
- I authorise GOTAFE to release my result information and/or copies of Certificates or Academic Transcripts where applicable; to my sponsor or employer and/or school (if the course is related to my school program),
- I declare that to the best of my knowledge and belief, the information provided on this form is correct and complete.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**If you are under 18, what is your parent's email address?** \_\_\_\_\_

## Section L: Parent/Guardian Acknowledgement and Consent

**Parent/Guardian's Details:** Must be completed if student is under 18 years of age.

Parent/Guardian's name \_\_\_\_\_

Street Number and Name \_\_\_\_\_

Suburb / Locality or Town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Home phone number \_\_\_\_\_ Work phone number \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Email - preferred \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Are you the emergency contact for the Student? Yes No

**By signing this consent form I acknowledge that my child and I have read and understand the Victorian Government's VET Student Enrolment Privacy Notice, GOTAFE's Privacy and Freedom of Information Policies, and;**

- Agree to abide by the Policies, Procedures and Standards of Conduct and rules of GOTAFE.
- Will abide by the Social Media Policy and the Student Code of Conduct.
- Agree to pay all fees and charges applicable to and arising from any enrolment (Attendance in class is also deemed as acceptance to fees and charges payable)
- Am aware that GOTAFE will endeavour to conduct all courses as promoted and acknowledge the right of the institution to cancel classes as it deems necessary.
- Am aware that GOTAFE may contact my child to seek or provide information and to participate in surveys.
- Authorise GOTAFE, or its agent, in the event of illness or accident, where next of kin/emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- Authorise GOTAFE to release my child's result information and/or copies of Certificates or Academic Transcripts where applicable; to my child's sponsor or employer and/or school (if the course is related to a school program),
- Declare, that to the best of my knowledge and belief, the information provided on this form is correct and complete.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Lodge this Form

**Check every section and all signatures have been completed in full.**

**Once completed:**

- If completing the form online using Adobe Sign, please Submit to finalise.
- Otherwise, deliver to reception at any GOTAFE campus or [enrolments@gotafe.vic.edu.au](mailto:enrolments@gotafe.vic.edu.au)

## GOTAFE Office Use Only

### Contract Information (if applicable)

Contract number \_\_\_\_\_

Contract name \_\_\_\_\_

Course code \_\_\_\_\_

### Administration Data Entry Record

Student's data entered	_____	Date	_____
Payment method completed	_____	Date	_____
Enrolment completed	_____	Date	_____
Student communications sent	_____	Date	_____
Trainer communications sent	_____	Date	_____

### Notes